



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Thursday, April 4, 2019**

1. Meeting was called to order by Mindy Howe, at 10:00 am. Those in attendance: Katy Allen (City Administrator), Sandi Bishop (Trustee), Sharon Carvo (Trustee), Mindy Howe (Trustee), Tom Pauley (Trustee), Jocelyn Redel (Library Director) and Holly Woodruff (Friends of Liberty Lake Library Board Member).
2. The minutes of the March 7, 2019 meeting were approved as published.
3. Comments – no comments.
 - a. Public
 - b. Mayor
4. Reports
 - a. City Administrator – Katy Allen
 - I. Harvard and Henry Rd are two projects the City is currently focusing on. Liberty Lake will be partially financially responsible for funding these projects. The City will know by end of month if these projects are funded.
 - II. The Needs Assessment reporting to Council went well. It would be nice if the firm completing the Needs Assessment can make the presentation to City Council. Jocelyn Redel advised that has been included in most of the proposals.
 - III. Will there be public notification regarding the library's waiving of late fines? Jocelyn Redel's response: notification is being put on the library's website today and I will be sending a press release to a few newspapers.
 - b. Library Director – Jocelyn Redel
 - I. The library has seen great attendance at programs. Learning about insects at the West Valley Learning Center was a success. Our Bloxels series went well. We have started mindfulness classes. We had two (2) essentials oils jewelry classes that were successful.
 - II. Regular maintenance is ongoing.
 - III. We are updating our outer space collection in preparation for our summer reading program.
 - IV. We have ordered more bilingual picture books.
 - V. Upcoming –
 - i. April 7 through April 13 is National Library Week – we will post on social media and our website about this.
 - ii. April 7-13 is also Volunteer Appreciation Week.

- iii. April 18, we are doing our annual volunteer appreciation party from 2-4 pm. Our volunteers have provided over 1000 volunteer hours.
 - iv. April 15 - Lego Madness Contest commences at the library. April 22-27 will be the voting period for it. There will be three (3) different age levels. Submissions will need to be original creations.
 - v. April 23 - Library will be closed because the City is having an all employee staff training day.
 - c. FOLLML – Jocelyn Redel
 - I. FOLLML met last month. FOLLML has scheduled their book sale the same weekend as garage sales in June. The Friends are accepting donations for the book sale (books, audiobooks, DVDs, and CDs).
 - II. Holly Woodruff – Working on summer soiree that is scheduled for 7/23 (Wednesday). There will be a silent auction. Donations are being accepted for the silent auction. The soiree will take place at Liberty Lake Wine Cellars. We had a fun and very positive soiree last year. We netted about \$1500-\$1800. We hope to get the word out about the soiree to more people in the community.
 - III. Holly Woodruff– we are working on the quilt project fundraiser – donors can make a \$50 minimum donation to have their names sewn into the quilt. Once done, we want to hang up the quilt in the library.
 - d. Foundation – Sandi Bishop
 - I. Nothing for the foundation yet, once survey results from the Needs Assessment are received the Foundation will review results.
 - e. City Council – Mindy Howe
 - I. There was a discussion regarding the ordinance for trees. Also, there was discussion regarding Trailhead and potential for the property.
 - II. The Liberty Lake Farmers Market starts 5/18.
- 5. Ongoing Business
 - a. Needs assessment update: Jocelyn/discussion
 - I. Received (eight) 8 proposals total. Holly, Sharon and I reviewed. I followed up and called the top two (2) firms which we will interview.
 - b. Fine Free Library update: Jocelyn
 - I. City Council had no questions regarding this update.
 - c. Discuss and vote: CIR-2 Circulation Policy as updated by Jocelyn Redel and sent via email on 3/28
 - I. Updated section with language mandated by CIN. Sharon Carvo moved that CIR-2 Circulation Policy be adopted, Tom Pauley seconded, and motion passed.
 - d. Actions taken regarding CUS-2: Patron Behavior policy:
 - I. Updated CUS-2 on the Library website and posted signage in both the learning center and the bulletin board by the front door.
 - e. Board member position rotation discussion:
 - I. Lu will take the Foundation rotation this quarter.

- II. Tom Pauley brought up discussion to lengthen rotation time from three (3) months to six (6) months for members to become more familiar with their positions. We will carry this discussion to May Board meeting.
- III. Board Member roles starting as of April 1 will be:
 - President: Mindy Howe
 - Secretary: Sharon Carvo
 - City Council: Tom Pauley
 - Friends: Sandi Bishop
 - Foundation: Lu Embrey

f. Discuss and vote:

I. CUS-4 Duties and Privileges of Citizens policy

- i. Jocelyn Redel advised the title of the policy does not reflect the language and meaning of the policy. I have made a clearer draft and named it “Public Comment at Board Meetings,” please review and we discuss at May Board meeting.
- ii. Mindy Howe – I want to make sure that we are not leaving duties and privileges out of policy. Jocelyn Redel confirmed citizen duties and privileges within the library are covered within our policies.
- iii. MNG-5 Exhibits and Displays – This policy discusses procuring public art and temporary art exhibits. Library would like this policy to be reflective of the City’s policy.
- iv. Mindy Howe – I want to confirm we are following our policies timeline. Jocelyn Redel confirmed that we are on track with the policy review timeline as this month we are to review and discuss MNG-8 Reconsideration of Library Material and INF-1 Interlibrary Loan.

6. New Business

- a. Library tour for new trustees: Jocelyn. Trustees will take a 10-minute tour of the Library provided by Jocelyn Redel.
- b. Trustees to review and be prepared to discuss MNG-8 Reconsideration of Public Material and INF-1 Interlibrary Loan at May 2 meeting:
- c. Jocelyn Redel - We have 3 patrons that have reached the statute of limitations for collections. Their fines total \$400.
 - a. Mindy Howe moved to remove the three (3) patrons’ fines from the Library’s database. Tom Pauley seconded, and motion passed.
- d. Mindy Howe asked if lost materials are affected by the new fine policy. Lost materials do not fall under new fine policy, lost and damaged materials will still accrue fines.

7. Next Meeting Date – Thursday, May 2, 2019 at 10:00 at Liberty Lake Municipal Library in the Library Meeting Room.

REMINDER: July 4 meeting date changed to July 11

8. Adjournment – 10:56 – Mindy Howe

Respectfully submitted,
Sharon Carvo
Secretary